



# Governor's Environmental Corps

Illinois Environmental Protection Agency · 1021 North Grand Ave East, Springfield, IL 62702

- WHO:** College Students (You must have completed your sophomore year prior to the start of the summer program and must be currently enrolled in full-time undergraduate/graduate program.)
- WHAT:** Governor's Environmental Corps  
\$1645/month
- WHEN:** June 1-July 29, 2016  
Monday-Friday, 8:30 a.m. to 5:00 p.m.
- WHERE:** Illinois Environmental Protection Agency  
Springfield Headquarters Only
- WHY:** To promote environmental awareness and environmental education and to provide a comprehensive knowledge of issues and careers in the environmental field.

## PROGRAM SUMMARY

The Illinois Environmental Protection Agency (Illinois EPA) is sponsoring the 25th annual Governor's Environmental Corps (GEC) summer internship program, which will continue to be privately funded by Illinois corporations. We are searching for students with backgrounds in biological sciences, physical sciences, chemistry, engineering, environmental education and law, who are looking for a unique and comprehensive summer internship experience.

During the course of the internship, approximately twenty (20) participants will work in specific areas of the Illinois EPA such as: Air, Land, Water Pollution Control, Public Water Supplies, Laboratories, Legal Counsel or assistance programs.

## EXAMPLES OF PROGRAM POSITIONS AVAILABLE

Positions available include: field office sampling and inspections (air, land, and water pollution), laboratory analysis, waste water, drinking water, groundwater, air quality, solid or hazardous waste, remedial projects and legal counsel. Most of the positions offered are technical or scientific; no environmental policy positions are available at the intern level.

## ADDITIONAL TRAINING

There will be the opportunity for additional training and field trips. Examples include: tours of a landfill, a wastewater or drinking water treatment plant, and industrial facilities.

## HOW TO APPLY

Complete and return the attached application packet, transcripts (unofficial are acceptable) and reference form by the due date listed below. Students who participated in previous Corps are not eligible. Please note: If you are not attending an Illinois college/university, you must have Illinois residency. Applicants will be required to attend an interview with the selection committee.

**APPLICATIONS, TRANSCRIPTS AND REFERENCE FORMS  
MUST BE POSTMARKED BY MARCH 4, 2016.**



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## INTRODUCTION

Thank you for your interest in the Governor's Environmental Corps internship. Applicants for this internship **must meet** the following criteria in order to apply:

- ▶ Attend a face-to-face interview in late March or early April if selected from the applicant pool. Interviews will be necessary to make it to the final round of consideration.
- ▶ Start work on Wednesday, June 1, 2016, and work the full internship schedule (6/1—7/29) with the exception of the July 4th holiday. Extended vacations should be scheduled before and after the dates of the internship.
- ▶ Be a permanent Illinois resident or attend a university/college in Illinois.
- ▶ Possess a valid driver's license.
- ▶ Provide transportation to and from work as well as off-site meeting locations.

**Submitting the completed application certifies the applicant meets the above criteria.**

## APPLICATION FORM

### SECTION 1 (Personal Information)

Name \_\_\_\_\_

Address (at school) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_

School address and phone number effective through this date \_\_\_\_\_ MM/DD/YY

E-mail Address \_\_\_\_\_

Home Address  
(if different from above) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_

Local/Hometown Newspaper \_\_\_\_\_

Birth date (Optional) \_\_\_\_\_ MM/DD/YYYY

College Currently Attending \_\_\_\_\_

City, State, Zip \_\_\_\_\_



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## APPLICATION FORM (continued)

College Major \_\_\_\_\_

College Minor \_\_\_\_\_

Grade Point Average (and scale) \_\_\_\_\_

*(entering in fall 2016)*

Junior ☐ Senior ☐ Graduate Work ☐

Parent(s) or Spouse Name, Address(es), and Phone Number(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SECTION 2 (Educational Background)

HIGH SCHOOL NAME and YEAR OF GRADUATION— \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List the computer software packages you are currently familiar with:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## APPLICATION FORM (continued)

### SECTION 2 (Educational Background—continued)

**COLLEGE**— In addition to completing the form below **please attach a copy of your latest transcript and list of courses you are currently taking. The transcript does not need to be official.**

LIST UNDERGRADUATE AND GRADUATE HOURS SEPARATELY			INDICATE THE ACTUAL NUMBER OF SEMESTER OR QUARTER HOURS		DO NOT INCLUDE COURSES MORE THAN ONCE				
FIELDS OF STUDY	UNDERGRADUATE		GRADUATE		FIELDS OF STUDY	UNDERGRADUATE		GRADUATE	
LIST ACTUAL CREDIT HOURS	# OF SEM HRS	# OF QTR HRS	# OF SEM HRS	# OF QTR HRS	LIST ACTUAL CREDIT HOURS	# OF SEM HRS	# OF QTR HRS	# OF SEM HRS	# OF QTR HRS
Accounting					Humanities				
Actuarial Science					Human Services				
Afro-American Studies					Hydrology				
Agriculture					Industrial Arts				
Agronomy					Industrial Hygiene				
Animal Science					Insurance				
Architecture					Journalism				
Art					Law (specify)				
Atmospheric Science					Law Enforcement				
Audiovisual Instruction					Library Science				
Bacteriology					Limnology				
Biochemistry					Mgmt Info Systems				
Biology					Marketing				
Biostatistics					Mathematics				
Botany					Medical Records				
Business Admin/ Mgmt					Medical Technology				
Cell/Molecular Biology					Medicine				
Chemistry					Microbiology				
Computer Science					Nursing (specify)				
Conservation					Park Management				
Criminal Justice					Pastoral Counseling				
Criminology					Pharmacy				



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## APPLICATION FORM (continued)

### SECTION 2 (College—continued)

LIST UNDERGRADUATE AND GRADUATE HOURS SEPARATELY			INDICATE THE ACTUAL NUMBER OF SEMESTER OR QUARTER HOURS EARNED		DO NOT INCLUDE COURSES MORE THAN ONCE				
FIELDS OF STUDY	UNDERGRADUATE		GRADUATE		FIELDS OF STUDY	UNDERGRADUATE		GRADUATE	
LIST ACTUAL CREDIT HOURS	# OF SEM HRS	# OF QTR HRS	# OF SEM HRS	# OF QTR HRS	LIST ACTUAL CREDIT HOURS	# OF SEM HRS	# OF QTR HRS	# OF SEM HRS	# OF QTR HRS
Demography					Physics				
Dietetics, Nutrition					Political Science/Govt				
Divinity/Theology					Programming				
Early Childhood Development					Psychology				
Economics					Public Administration				
Education (specify)					Radio-Television				
Engineering (specify)					Recreation				
Engineering Technology					Rehab Counseling/Admin				
Environmental Science					Risk Assessment				
English					Secretarial Science				
Entomology					Social Work				
Environmental Health					Sociology				
Epidemiology					Soil Science				
Finance					Speech and Drama				
Fire Science					Statistics				
Fish Management					Therapy (specify)				
Food Service Mgmt					Toxicology				
Foreign Language (specify)					Urban Studies				
Forensic Science					Wildlife Management				
Forestry					Zoology				
Geography					Other:				
Geology									
Genetics									
Guidance & Counseling									
Health/Public Health									
History									
Home Economics									

Attach separate sheet of paper for additional coursework if necessary.



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## APPLICATION FORM (continued)

### SECTION 3 (Area of Interest)

The Illinois EPA is headquartered in Springfield. Illinois EPA staff work in a variety of fields on environmental issues and challenges. We are looking for students who are interested in learning more about environmental programs in the regulatory compliance setting.

We would like to know about your interests in the environmental field so that we can attempt to match you to the best positions available. We cannot, however, guarantee that selected candidates will be matched with their first choice. Please note that all of the available positions are located in Springfield.

The program does not provide housing. Many students working at headquarters that do not have accommodations in Springfield have made short term dormitory arrangements at the University of Illinois at Springfield (217-206-6190).

*If you would like to learn more about specific positions, please contact Barb Lieberoff at 217-524-3038 for further details.*

### 3a. Field of Interest

Please rank on a scale of 1 to 3 (with 1 being the highest) your top three choices of interest in program areas with the Illinois EPA. (Do not mark more than three [3] choices.)

—— Air Pollution Control

—— Land Pollution Control

—— Water Pollution Control

—— Laboratories

—— Public Water Supply

—— Field Inspections/Sampling

—— Legal Counsel

—— Environmental Education



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## APPLICATION FORM (continued)

### SECTION 4 (EEO Certification—Optional)

The State of Illinois is an equal opportunity employer. To assist in the accomplishment of Affirmative Action goals, we invite you to complete the following information. Completion of this information is not required. Check ONE box and, if applicable, check the appropriate Disability box.

#### FEMALE

#### MALE

☐☐

**White not of Hispanic Origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

☐☐

**Black or African American not of Hispanic Origin.** A person having origins in any of the black racial groups of Africa.

☐☐

**American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.

☐☐

**Asian** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐☐

**Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.

☐☐

**Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Are you an individual with a disability? Yes ☐

No ☐

### SECTION 5 (Essay)

In 350 words or less, on a separate piece of paper, please answer the following essay question:

What do you see as the greatest challenge currently facing state environmental regulators and what new approaches and solutions do you think are needed to address that challenge? (Up to two challenges and solutions may be addressed in the essay.)



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Illinois Environmental Protection Agency

## APPLICATION FORM (continued)

### MAIL YOUR COMPLETED APPLICATION PACKET & TRANSCRIPTS TO:

Governor's Environmental Corps  
Attn: Director's Office #1  
Illinois Environmental Protection Agency  
1021 North Grand Avenue East  
P.O. Box 19276  
Springfield, Illinois 62794-9276

For more information call 217-524-3038 and leave a voice message.

**APPLICATION PACKETS AND TRANSCRIPTS (UNOFFICIAL ARE ACCEPTABLE)  
MUST BE POSTMARKED BY MARCH 4, 2016.**

**REFERENCE FORM MUST BE MAILED SEPARATELY  
AND MUST ALSO BE POSTMARKED BY MARCH 4, 2016.**

- ✓ Have you sent your reference form to the appropriate contact for prompt completion and followed up on its return? Your application will not be deemed complete until your completed reference form is received.
- ✓ Applicants will be screened based on the details in the application and answer to the essay question. Selected candidates from the screening process will be contacted by e-mail and/or phone after the close of the application period (March 4, 2016) to schedule an interview date and time, provide directions to the interview location and answer any other questions you may have in preparation for the interview. Face-to-face interviews will be scheduled in late March and/or early April, once the screening process is complete.





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## APPLICATION FORM (continued)

### REFERENCE FORM

Name of applicant \_\_\_\_\_

**Instructions for student:** This evaluation form must be completed by a teacher/instructor, school counselor, principal or dean who is not related to you and must be mailed separately from the application.

**Instructions for the evaluation:** Please circle the most appropriate rating for each criteria and complete both pages of the form.

- 1. Appearance:** Creates a favorable impression through acceptable attire, grooming, and personal hygiene.

Excellent                      Good                      Fair                      Poor                      Very Poor

- 2. Learning Ability:** Demonstrates an ability to understand and absorb new information quickly.

Excellent                      Good                      Fair                      Poor                      Very Poor

- 3. Motivation:** Exhibits energy and a desire to achieve. Has goals and works toward successful completion of them.

Excellent                      Good                      Fair                      Poor                      Very Poor

- 4. Responsibility:** Is dependable and trustworthy. Meets obligations and can be "counted on."

Excellent                      Good                      Fair                      Poor                      Very Poor

- 5. Friendliness and Ability to Work with Others:** Is liked and respected by others. Establishes cohesive, effective and collaborative relationships with others. Cooperates with those in authority.

Excellent                      Good                      Fair                      Poor                      Very Poor

- 6. Resourcefulness/Initiative:** Action-oriented and results-oriented. Actively seeks out opportunities and makes contributions rather than doing enough just to "get by."

Excellent                      Good                      Fair                      Poor                      Very Poor

- 7. Excellence Standards:** Strives for and consistently achieves quality results.

Excellent                      Good                      Fair                      Poor                      Very Poor



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## APPLICATION FORM (continued)

### REFERENCE FORM (continued)

8. **Track Record:** Completes assignments in a timely and thorough manner.

Excellent                      Good                      Fair                      Poor                      Very Poor

9. **Well-rounded Individual:** Achieves sufficient balance between school, work, family and other social activities. Does not easily "stress out."

Excellent                      Good                      Fair                      Poor                      Very Poor

10. I recommend this applicant for the Governor's Environmental Corps.

☐ Yes                      ☐ No

11. Any additional comments you could provide about this student would be appreciated.

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Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Name of College/University \_\_\_\_\_

### MAIL TO:

Governor's Environmental Corps  
Attn: Director's Office #1  
Illinois Environmental Protection Agency  
1021 North Grand Avenue East  
P.O. Box 19276  
Springfield, Illinois 62794-9276

**REFERENCE FORMS MUST BE POSTMARKED BY MARCH ( , 201\* .**